

## **Instructions for Position Announcement Form and Order Form**

**ANY MODIFICATIONS TO THESE FORMS ARE NOT ACCEPTABLE!**

This document is for Colleges, Universities, or Organizations **announcing** an open position. Please complete the forms on the next two pages.

**FORMS:** Please complete one “Position Announcement Form” for each position. A one-page position description will also be accepted as an addendum. A consolidated “Order Form” – all positions listed on one order form – is also required. **Forms must be mailed with payment** – there is no on-line submission. For a professional appearance, use a dark blue or black ink or type; filling in by hand is not recommended.

**FEES:** If you wish to be listed in more than one discipline (such as Management and International), the charge will be \$25 for **EACH** listing in a discipline. Any addendum longer than one page will be truncated to avoid additional reproduction costs unless a \$5 per page fee is paid. (e.g., a three page position description is an additional \$10 charge.)

**SUBMISSION:** Completed forms and fees should be received by the Placement Director no later than **October 3, 2008**. **Do not mail any submissions after this date.** Late submissions will not be included in the pre-conference listings and also risk not arriving in time for the conference. It is better to register at the conference than submit late. You should allow 6 days for USPS delivery. Make your check payable to “SMA PLACEMENT SERVICES.” We do not accept faxed forms; they usually reproduce poorly. Please submit forms and payment to:

Dr. Frank Markham  
Placement Director  
P.O. Box 3195  
Grand Junction, CO 81502-3195

Phone: (970) 245-0333  
E-mail: fmarkham@mesastate.edu

**LATE REGISTRATION:** Placement Services will be available at the conference on Wednesday from 5 - 6 p.m. and any time the Placement Center is open on Thursday or Friday.

**PAYMENT RESTRICTIONS:** Placement Services does not accept credit cards and does not provide vouchers or invoices. Our **tax-exempt number is 58-1295483**.

**DO NOT CHANGE THE FORMATTING!** We **will not** accept modified forms. Just fill in as set up; be careful that all of your information is visible on the screen. If what you are typing does not show on the screen, then it will not print. If using the Word (DOC) formatted form, please do not allow a second page.





## POSITION ANNOUNCEMENT FORM

Field (check only one):  Management  International  Other: \_\_\_\_\_

School: \_\_\_\_\_

Postal address: \_\_\_\_\_

Contacts: At conference \_\_\_\_\_ After conference: \_\_\_\_\_

Day phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Day phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Position Available (Rank or Title): \_\_\_\_\_

Starting Date: \_\_\_\_\_ Status: \_\_\_ Tentative \_\_\_ Certain

Salary: \$ \_\_\_\_\_ \_\_\_ AACSB Competitive \_\_\_ Competitive \_\_\_ Negotiable/Depends on Experience

Teaching \_\_\_\_\_ Bus. Ethics \_\_\_\_\_ Marketing \_\_\_\_\_ Org. Theory \_\_\_\_\_ Principles \_\_\_\_\_  
Interests: \_\_\_\_\_ H.R. Mgmt. \_\_\_\_\_ MIS/BIS \_\_\_\_\_ Policy/Strategy \_\_\_\_\_ Quant. Methods \_\_\_\_\_  
\_\_\_\_\_ International \_\_\_\_\_ Org. Behavior \_\_\_\_\_ POM \_\_\_\_\_ Services \_\_\_\_\_  
\_\_\_\_\_ Other \_\_\_\_\_

Areas Competent to Research in: \_\_\_\_\_

Description of Duties, etc.: \_\_\_\_\_

Degree Required & Major Field: \_\_\_\_\_

Experience/Competency/Special Requirements: \_\_\_\_\_

Other Information to Share: \_\_\_\_\_

Position Description included: \_\_\_ Yes \_\_\_ No Submission of this form indicates your permission to publish it with addendum.